

This Notice Expires 28 January 1984

OP NOTICE NO. 20-83-8

28 July 1983


OFFICE OF PERSONNEL NOTICE

SUBJECT: Controls on EOD's and FTE for FY 83/84

1. The purpose of this notice is to remind all personnel careerists of the methods being applied to monitor and control directorate full-time equivalent employment (FTE) usage and the number of applicants entering on duty. The Staff Personnel Division (SPD) reviews and regulates the number of applicants entering on duty by directorate to ensure that the Agency does not exceed its FTE authorization. This process began in late February 1983 and will continue into FY 84.

2. SPD provides guidance and assistance to the directorates in assessing the number of applicants that can be employed in relation to the available FTE. There is a preexistent statistical model which is reviewed and updated biweekly with each directorate kept aware of the number of applicants or internal reassignments that can be accommodated in the ensuing weeks. Unfortunately, the Agency's limited FTE headroom for FY 83 has precluded the directorates from establishing EOD dates for all professional and clerical applicants as quickly as they are cleared.

3. OP is planning for entering on duty the growing number of cleared applicants while assessing what impact this might have on FTE for the first quarter of FY 84. We believe FY 84 hiring should be done at a relatively even rate throughout the year and we fully intend to proceed on that basis. Under current policy, we must work within existent Office of Management and Budget and Congressional controls and carefully allocate the number of future employment commitments. Therefore, we expect your continued cooperation in our efforts not to exceed FTE authorization.

  
James N. Glerum  
Director of Personnel

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